January 2008 SUBJECT TO CHANGE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Do not key any 2008 Updates until AFTER W-2s are run and printed—The Payroll Branch will let you know when it is OK to enter 2008 updates	1 DEC 16-31 **STATE HOLIDAY NEW YEAR'S DAY**	2 DEC 16-31 **W-2 Manual pay only** & health ins. Update **Key in KECC contributions**.	3 DEC 16-31 **W-2 Manual pay only** & health ins. Update **Key in KECC contributions**.	4 DEC 16-31 **W-2 Manual pay only** & health ins. Update **Key in KECC contributions**. Last day p1 can be approved for payroll	5
6	7 DEC 16-31 **W-2 Manual pay update only.** Files go down at 1:00 and remain down. **Key in KECC contributions** **RUN PAYROLL**	8 DEC 16-31 No Update	9 DEC 16-31 **W-2 Manual pay only** & health ins. Update	10 DEC 16-31 **W-2 Manual pay only** & health ins. Update	11 DEC 16-31 **W-2 Manual pay only** & health ins. Update Last day p1's can be approved for supp payroll <u>**Last day for w2 manual pay updates**</u>	12
13	14 DEC 16-31 Update – files go down at **4:00** & remain down. **RUN SUPP PAYROLL** Update after supp with p1's only.	15 DEC 16-31 No Update **PAYDAY**	16 JAN 1-15 Manual pay & health ins. update Target Date for Printing W-2s.	17 JAN 1-15 Manual pay & health ins. update	18 JAN 1-15 Manual pay & health ins. Update Last day p1's can be approved for payroll	19
20	21 JAN 1-15 **STATE HOLIDAY MARTIN LUTHER KING**	22 JAN 1-15 Manual pay update files go down at 1:00 and remain down. **RUN PAYROLL**	23 JAN 1-15 No Update	24 JAN 1-15 Update/ health ins.	25 JAN 1-15 Update/ health ins.	26
27	28 JAN 1-15 Update/ health ins. Last day p1's can be approved for supp payroll.	29 Jan 1-15 Update – files go down at 1:00 & remain down. **RUN SUPP PAYROLL** Update after supp with p1's only.	30 JAN 1-15 No Update **PAYDAY**	31		